



State of Wisconsin  
Higher Educational Aids Board

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Scott Walker  
Governor

John Reinemann  
Executive Secretary

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**JOHN R. JUSTICE STUDENT LOAN REPAYMENT PROGRAM  
APPLICATION CHECKLIST**

**YOUR NAME MUST BE ON EVERY PAGE OF EVERY DOCUMENT YOU SUBMIT.**

Submit the completed John R. Justice Student Loan Repayment Program (JRJ) application via email per instructions on the application form.

**Submit the following via US Mail to the address listed below (keep copies for your records):**

- Completed JRJ application (same as emailed version) with your signature.
- Employment Verification Form with applicant and employer signatures.
- Completed, signed and dated John R. Justice Student Loan Repayment Program Service Agreement. As indicated in the agreement, it is null and void if applicant is not selected for an award.
- National Student Loan Data System (NSLDS) verification for each education loan listed in Section 4 of the application. This form may be scanned and emailed to [HEABMAIL@WI.GOV](mailto:HEABMAIL@WI.GOV), or faxed to (608)267-2808.

**The remaining items must be submitted, if applicable (keep copies for your records):**

- If you are eligible to receive loan repayment assistance from another source, provide an explanation, including the amount of assistance, by mail, or scanned in to a PDF and emailed to [HEABMAIL@WI.GOV](mailto:HEABMAIL@WI.GOV), or faxed to (608)267-2808.
- Detailed information, including documentation of such, of exceptional financial circumstances, if applicable, as explained in Section 6 of the application. This may be submitted by mail, or saved as a word document or PDF and emailed to [HEABMAIL@WI.GOV](mailto:HEABMAIL@WI.GOV).
- Previous Employment Verification Form(s), with applicant and employer signature, by mail to the address below.

MAILING ADDRESS:

JRJ STUDENT LOAN REPAYMENT PROGRAM  
HEAB  
PO BOX 7885  
MADISON, WI 53707-7885